Part I

Student Behavior	
Areas of the School	**Observation Notes**
Hallways 1. How are students moving through the hallways? 2. How quiet are the hallways during instructional time?	
Cafeteria 1. Are students able to move through the food line efficiently? 2. Is it easy for students to find seating? Does the process of finding a seat create tensions among students? 3. Are students picking up trash and depositing it in the correct containers? 4. What do students do when they are finished eating?	
Playground/Fields 1. How are the playgrounds or other areas organized for different activities and/or different classes? 2. Are students using the playground equipment safely? 3. What is the condition of the fields?	
Bathrooms 1. Are students congregating in the bathrooms? 2. Do students use the facility for its intended purpose?	
Multipurpose Rooms 1. Can students safely access equipment, if appropriate? 2. Are students moving on and off a stage in an orderly manner?	

Classrooms	
1. Do students respond in a well-behaved manner toward the teacher and other adults in the room? 2. Are students respecting the materials and property in the classroom? 3. Are students respecting their fellow students?	
Use of Time	**Observation Notes**
Classrooms 1. Are there uninterrupted blocks of time for instruction in core subject areas? 2. Are there established routines and rituals within classrooms and moving to and from classrooms to transition between activities?	
Facilities	**Observation Notes**
School Façade 1. Are there any areas of the school façade or the school grounds that appear to be damaged or in poor condition?	
School Interior 1. How is the condition of the inside of the building, including bathrooms, hallways, storage areas, teacher workrooms?	
Classrooms 1. Do classrooms have enough storage cabinets, etc. to maintain a clean and orderly environment for learning? 2. Can students and teachers access materials easily and quickly?	

Part 2

Additional Sources of Information	Observation Notes
Staff 1. What are changes that could be made easily and quickly, which would make a difference to staff in doing their daily work? 2. Are there materials and/or resources that staff need?	
Parents 1. What areas do parents feel the need to change quickly to improve the school environment and help their children learn?	
Community 1. Are there changes that could occur quickly and that would make a difference to the community and its perception of the school?	
Observation Team 1. What are the most pervasive problems identified by the team? 2. How do the observations of the team align with comments from staff, parents, and the community? 3. Of these problems, which ones could be most easily remedied?	

Part 3

Problem	Pervasiveness	Importance	Implications	Priority
(Example) *Student fighting in the halls*	Occurs in different settings, and at different times, with different people involved? (Yes) No	Identified as a priority by most teachers? Also identified by students, parents, community, or other stakeholders? (Yes) No	Solving this problem will improve the work of teachers and/or students, or school climate? (Yes) No	(1) 2 Not top priority
	Occurs in different settings, and at different times, with different people involved? Yes No	Identified as a priority by most teachers? Also identified by students, parents, community, or other stakeholders? Yes No	Solving this problem will improve the work of teachers and/or students, or school climate? Yes No	1 2 Not top priority
	Occurs in different settings, and at different times, with different people involved? Yes No	Identified as a priority by most teachers? Also identified by students, parents, community, or other stakeholders? Yes No	Solving this problem will improve the work of teachers and/or students, or school climate? Yes No	1 2 Not top priority
	Occurs in different settings, and at different times, with different people involved? Yes No	Identified as a priority by most teachers? Also identified by students, parents, community, or other stakeholders? Yes No	Solving this problem will improve the work of teachers and/or students, or school climate? Yes No	1 2 Not top priority